



SHEERNESS WEST FEDERATION'S CHARGING AND REMISSIONS POLICY

MARCH 2018

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“Dreams come true with a positive view”

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POLICY STATUS (Statutory, Governing Body Policies, or Other School Policies)

STATUTORY POLICY

These documents can be found in the main Reception Office at each school. They are also available to access via the KLZ PORTAL – <https://portal.klz.org.uk>

Guidance

No charges can be made unless the Governing Body of the School or Local Authority has drawn up a Charging Policy giving details of the optional extras or board and lodging that they intend to charge for, and also include the policy for remissions. The Governing Body are responsible to ensure that the Charging and Remissions Policy is published.

A policy statement should take account of each type of activity that can be charged for and explain when charges will be made.

School Governing Bodies and Local Authorities **cannot** charge for:

- an admission application to any maintained school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum¹, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

If the School wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to. This may mean that some activities will need to be cancelled if the school budget cannot cover the costs.

If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents. Activities which are an essential part of the syllabus for an approved examination must be provided free.

The Remissions Policy must set out any circumstances in which the School or Local Authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a School may decide to provide an Italian language evening class as an optional extra. The Governing Body may decide to reduce the cost for those children whose parents are in receipt of certain benefits.

Chapter 23 of A Guide to the Law for School Governors provides further, detailed guidance on residential activities, use of mini-buses, public examinations and activities provided during school hours by external bodies.

¹ It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

PURPOSE

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum and sets out the charges and remissions for activities.

The school day is defined as:

West Minster School Day

8.35am	Admission to Classrooms
8.45am	School Begins
10.15am – 10.30am	Break for Key Stage 1
10.30am – 10.45am	Break for Lower Key stage 2 (Years 3 & 4)
10.35am – 10.50am	Break for Upper Key stage 2 (Years 5 & 6)
12.00 noon - 1.00pm	Lunch
2.15pm-2.30pm	Break for Key Stage 1
3.10pm	End of School for Reception
3.15pm	End of School

The Nursery Day

Morning Session: 8.30am – 11.30am
Afternoon Session: 12.20pm – 3.20pm

Rose Street School Day

8.40am	Admission to Classrooms
8.50am	School Begins
10.30am – 10.45am	Break for Key Stage 1
10.45am – 11.00am	Break for Key stage 2
11.45 - 12.45pm	Lunch for Reception
12.00 noon – 1.00pm	Lunch for Key Stage 1
12.30pm – 1.30pm	Lunch for Key Stage 2
2.15pm	Break for Key Stage 1
3.15pm	End of School for Years R and 1
3.20pm	End of School

The Nursery Day

Morning Session: 8.45am – 11.45am
Afternoon Session: 12.30pm – 3.30pm

WHAT WAS CONSULTED?

The policy has been informed by 'A Guide to the Law for School Governors'.

RELATIONSHIP TO OTHER SCHOOL POLICIES

The policy complements other school policies required by law.

ROLES AND RESPONSIBILITIES OF EXECUTIVE HEADTEACHER, HEAD OF SCHOOL, OTHER STAFF AND GOVERNORS

The **Executive Headteacher** will ensure that the following applies:

No charges will be made for

- Education that is a necessary part of the National Curriculum. This includes any materials, equipment and transport to take pupils between the school and the activity.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education. This includes any materials, equipment and transport to take pupils between the school and the activity.
- Tuition for pupils learning to play a musical instrument or singing if the tuition is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits if the pupil is being prepared for the res-sits at the school.

ACTIVITIES FOR WHICH CHARGES WILL BE MADE

- Any materials, books, instruments, or equipment, where the child's parent wishes them to own them.
- Optional Extras (see below).
- Music and singing tuition, in limited circumstances (see below).

OPTIONAL EXTRA'S

- Education provided outside of the school day that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for or part of religious education. Eg, a course in a modern foreign language offered as an extra-curricular option.
- Entry for an Examination where the pupil has not been prepared for the examination at the school.
- Books materials instruments or equipment provided in connection with an optional extra.
- Non-teaching staff in relation to the costs of providing an optional extra.
- Teaching staff engaged under a contract for services purely to provide the optional extra.
- The cost/proportion of costs for teaching staff employed to provide music tuition where the tuition is an optional extra:
 - (a) Music tuition for instrumental development, eg piano lessons; guitar lessons; violin lessons etc.
- Board and lodgings for pupils on a residential visit (see below)
 - (a) Attendance at Summer School for music development, eg Benenden.
- Transport that is NOT required to take the pupil to school or to other premises where the LA/governing body have arranged for the pupil to be provided with education.

CHARGES FOR OPTIONAL EXTRA'S

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example clubs such as sports clubs, creative arts etc.

Participation on any optional extra will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be a necessary pre-requisite for the provision of an optional extra.

Activities partly during school hours

Where an activity takes place partly during and partly outside of school hours, there is a basis for determining whether it is deemed to take place either outside or inside school hours. If 50% or more of the activity including travel time falls during school hours it will be deemed to take place during school hours and no charge will be made. However, if 50% or more of the activity including travel time falls outside of school hours it will be deemed to take place outside of school hours and a charge can be made under optional extras.

MUSIC TUITION AND CHARGING

Charges may be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus.

RESIDENTIAL VISITS

Residential visits deemed to take place during school hours

Charges will be made on residential visits which are part of the national curriculum for board and lodging costs only. For pupils whose parents are in receipt of certain benefits (see remissions on page 4) may not be charged for board and lodgings costs.

Residential visits deemed to take place outside school hours

Charges for board and lodging will be made. If the residential visit is deemed to take place outside school hours (i.e. 50% of the number of school sessions is equal to or greater than the number of half days spent on the visit) and is not an essential part of the national curriculum or public examination syllabus other charges will be made to cover costs. Y6 end of “school” activities before transfer. In such cases parents will be told how the charges were calculated.

VOLUNTARY CONTRIBUTIONS

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs, extended activities that do not form part of the school day, such as Y6 post SATs activities.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

CALCULATING CHARGES

Where charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no element of subsidy to support the costs for any pupils who are unable or unwilling to pay. Support for cases of hardship will come through voluntary contributions, fundraising and will be referred to the Governing Body for consideration for financial support through school budget. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

REMISSIONS

Pupils, whose parents are in receipt of the support payments will in addition to having a free lunch entitlement, be entitled to a remission for any charges for board and lodging for residential visits which are part of the National Curriculum.

There will be pro-active efforts to claim support for any child who is 'challenged'; such as seeking external funding, ie Paul Trigwell fund.

The school will seek to alleviate as much cost to children in 'challenging circumstances' as is possible in order to reduce costs to the family.

Support Benefits - current

- Remissions will be made as above for pupils whose parents are in receipt of the following benefits
- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income-based Jobseeker's Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the stated amount;
- Guaranteed element of State Pension Credit;
- Income related employment and support allowance (that was introduced on 27 October 2008).

Through discussion and professional knowledge (FLO, Social Services etc) the Head of Schools may seek to remit charges as fully as is possible.

ARRANGEMENTS FOR MONITORING AND EVALUATION

The Resources Governor with the support of the Resources Group will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

The Head of Schools, along with the appropriate SLT will inform the Group of the impact the extended services have on a range of measures eg, attendance and attainment.

LINKS TO LEGISLATION AND GUIDANCE DOCUMENTS

Further information and guidance documents and legislative provisions concerning charging for school activities can be found in:

<http://www.education.gov.uk/aboutdfe/advice/f00213976/school-charging>